Course: *E0192 Integrating Access and Functional Needs Instructor Development Course*

Course Dates:
January 19–21, 2016
April 26–28, 2016
July 18–20, 2016, _travel days are Sunday and Wednesday_
August 30–September 1, 2016,

Travel days are Monday and Friday (except where noted)

Course Length:
This course is 3 full days and runs from 8:00 a.m. to 5:00 p.m. each day.

Course Description:
This course provides participants with the skills necessary to progress towards instructing E0197 Integrating Access and Functional Needs into Emergency Planning on behalf of the Emergency Management Institute (EMI) and FEMA's Office of Disability Integration and Coordination.

Course Objectives:
Upon completion of the course, the participant will be able to:
- Define access and functional needs and disabilities.
- Define key terms related to inclusive planning.
- Identify resources to assist in planning with and for adults and children with disabilities and access and functional needs.
- Identify the essentiality of inclusive practices.
- Learn how to incorporate access and functional needs in all phases of emergency management.
- Provide instruction or serve as a support instructor for E/L0197 Integrating Access and Functional Needs into Emergency Planning.

Continuing Education Units (CEUs):
EMI awards 1.4 CEUs for completion of this course.

Pre-course requirements:
All participants must have completed E/L0197 Integrating Access and Functional Needs into Emergency Planning.

EMI recommends completion of one of the following: E/L0141 Instructional Presentation and Evaluation Skills or E/L0262 Instructional Delivery for Subject Matter Experts prior to completing this course.

Target Audience:
State, local, tribal, and territorial emergency planners, such as emergency service, Non-Governmental Organization, and Volunteer Organizations Active in Disaster, Disability group and organization personnel responsible for emergency planning**.**

Location:
Emergency Management Institute
National Emergency Training Center (NETC)
16825 S. Seton Ave.
Emmitsburg, Maryland 21727

To Apply:
APPLICATION DEADLINE:
- December 15, 2015 for January 19–21, 2016 offering
- March 15, 2016 for April 26–28, 2016 offering
- June 6, 2016 for July 18–20, 2016 offering
- July 19, 2016 for August 30–September 1, 2016 offering

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Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035   Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the target audience section and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat.
Call (301) 447-1048, ext. 1113, or email
FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**.

How do I obtain my FEMA SID number?

Step 1: To register, go to https://cdp.dhs.gov/femasid
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

EMI Point of Contact:

For additional information, contact the course manager, Dan Lubman by email at daniel.lubman@fema.dhs.gov.

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